



Minutes of the Parish Council AGM

Monday 21st May 2018, 7.30pm Tap Room, New Inn

Present: Cllr Janice Hughes (Chairman), Cllrs Keith Alderman, Bob Aylmer, Adam Knight, David Sexton, Alan Woolford. Guest County Councillor David Simpson
(for latter part of meeting) Clerk Susan Turner; Public 2

18.45 WELCOME & APOLOGIES

Apologies Ward Cllr Ann Crampton; Glenn Peacey Hants Superfast Broadband, Leonard Crane.

18.46 ELECTION OF CHAIRMAN

Janice Hughes, proposed Alan Woolford, seconded Keith Alderman, Bob Aylmer, agreed unanimously.

18.47 MINUTES OF PREVIOUS MEETING of 16th April 2018 agreed.

18.48 DECLARATIONS OF INTEREST None

18.49 PUBLIC SESSION

i B3349 accident of 20th June 2017

Frazer Hamilton advised that the Police Report on the accident has been issued. The lady in the Mini involved continues to receive treatment.

ii Whitewater Health PPG 'Staying Healthy' initiative

AGREED To promote this initiative as community benefit, note Frazer Hamilton as contact for further information.

18.50 COUNCILLOR AREAS OF RESPONSIBILITY

AGREED To remain as 2017/18

18.51 HOUND GREEN

i Picnic and Games

AGREED Proposed 'beer tents' supplied by New Inn and Leather Bottle to be small scale provision (goodwill / local promotion) not widely advertised. The Licence is the responsibility of the pubs.

Serving teas, coffees, cakes also discussed as Hobo cafe unable to attend.

ii Mowing

First cut of the Green (less wild flower areas) Saturday 19th May.

ACTION Clerk to refer back to Hart for further discussion on wildflower management.

iii Hound Green Close ditch crossing

ACTION Premier Grounds and Garden Maintenance (PGGM) to provide estimate.

iv Glebe Wood

PGGM estimated three hours (£60) to strim paths.

v Dragons teeth

AGREED To request posts 'teeth' be supplied and use alternative contractor to install.

For signature

18.52 TRAFFIC & HIGHWAYS**i. Vicarage and Bottle Lane highway repairs**

Awaiting dates and will require road closure.

ONGOING ACTION Clerk to follow up.

ii. Children warning sign for Hound Green

1. Preparing planning application to Hart (advertisement consent).

2. Costs

Reflective signs 610mm square, with graphics as per option 1 or 2, with radius corners, with channel

£85 + vat (each)

Fixings and back to back fixings for the above

£14 + vat (per set)

Posts with caps, and base plates

£60 + vat (each)

Total - SINGLE

£159 each

Total - DOUBLE

£244 each

ACTION Locations to be agreed

iii. SLR and SID

Update: Sites approved, updated quote requested from Westcotec.

ACTIONS 1. Liaise with Lengthsman re installation / moving signs.

2. Consider question of how to download and analyse black box data on speed and volume of traffic.

iv. Footpaths 10

FP 10 Blue House Farm re-directed around chicken run, now fenced off. Previously raised with HCCC.

ONGOING ACTION.

v. Footpaths 30 and 31 connection

Four signs required, low level 300-400mm off the ground saying 'The Heath' with arrow-shaped or fingerpost sign, metal or timber. Lengthsman to install.

ACTION Clerk

vi. Footpaths 11 and 12

FPs 11 and 12 through West End Farm to be strimmed by Lengthsman asap.

ACTION Clerk

18.53 PLANNING**i. Applications for consideration**

18/00941/FUL (11 May) The Barns, Aldermoor Farm, Reading Road, Heckfield.

Change of use from agricultural to residential (retrospective). *Parish Council response: No objection.*

18/00946/HOU (4 May) The Barns, Aldermoor Farm, Reading Road, Heckfield.

Retrospective approval for single storey side extension. Single storey rear extension and front porch. *Parish Council response: No objection.*

18/00979/PRIOR (04 May) Lynchmere Cottage, Reading Road, Mattingley. Change of use of a building from agriculture use to a dwellinghouse (falling within use class C3) under Class Q(a), Part 3, Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 as amended in 2018 and Class Q(b) building operations necessary to convert the building. *Parish Council response: No objection.*

ii. See **APPENDIX I** for all applications relating to the Parish.

For signature

18.54 FINANCE

- i Year End Accounts** circulated and approved. See **APPENDIX II**.
To be signed next meeting.

- ii Certificate of Exemption from External Audit.** **APPENDIX III**

ACTION Form to be submitted to External Auditors PKF Littlejohn for 11th June 2018.

18.55 STANDING ORDERS

AGREED To adopt NALC revised Model Standing Orders (England) 2018.

18.56 FURTHER REPORTS

- i Merronbrook**

David Sexton reported on his discussion with Merronbrook regarding the new Production Shed. The new building was granted planning permission on the basis of housing machinery further from dwellings. The new shed is built, with the machinery apparently continuing in the old. (No complaints received.) David reported that new machinery is ordered and to be housed in the new shed, rather than stopping production to dismantle and relocate the old. Changeover is planned by end July.

- ii War Memorial Mattingley Green**

War Memorials (Local Authorities' Powers) Act 1923 c18 provides:

S1. 'A local authority may incur reasonable expenditure in the maintenance, repair and protection of any war memorial within their district...'

S4. Definition: 'In this Act the expression "local authority" means the council of a county, borough, district or parish, and the parish meeting of a rural parish with no parish council.'

ACTION Clerk to investigate re War Memorial Trust and Hart Conservation.

- iii Broadband**

Hants Superfast Broadband to attend next meeting.

- iv The Brook, Hound Green**

The Brook is blocked through Lanterns (who have requested and been refused permission to pipe it). So impeding the flow of the watercourse from the Parish Council land resulting in backing up with stagnant water standing. Councillors confirmed the ditch had been free-flowing when the land was sold.

ACTION Clerk to circulate details of conditions and covenants from the Deed of Sale regarding maintaining the Brook.

18.57 NEXT MEETINGS

18th June, 16th July, 20th Aug, 17th Sept, 15th Oct, 19th Nov, 17th Dec (third Mondays in month)

Meeting closed 8.57pm

For signature Date.....

APPENDIX I – PARISH PLANNING

Applications for consideration

18/00941/FUL (11 May) The Barns, Aldermoor Farm, Reading Road, Heckfield. Change of use from agricultural to residential (retrospective). *Parish Council response: No objection.*

18/00946/HOU (4 May) The Barns, Aldermoor Farm, Reading Road, Heckfield. Retrospective approval for single storey side extension. Single storey rear extension & front porch. *Parish Council response: No objection.*

18/00979/PRIOR (04 May 2018) Lynchmere Cottage, Reading Road, Mattingley. Change of use of building from agriculture use to dwellinghouse (falling within use class C3) under Class Q(a), Part 3, Schedule 2 of the Town and County Planning (General Permitted Development) Order 2015 as amended 2018, and Class Q(b) building operations necessary to convert the building. *Parish Council response: No objection.*

Applications pending

8/00979/PRIOR (04 May) Lynchmere Cottage, Reading Road, Mattingley. Change of use of a building from agriculture use to a dwellinghouse (falling within use class C3) under Class Q(a), Part 3, Schedule 2 of the Town and County Planning (General Permitted Development) Order 2015 as amended in 2018 and Class Q(b) building operations necessary to convert the building.

8/00801/HOU (13 April) Mulberry House, Hazeley Bottom. New detached double garage.

18/00612/HOU and 18/00613/LBC (28 March) Bartletts Farm, Reading Road Mattingley. Single storey rear extension.

18/00426/HOU & 18/00427/LBC (28 Feb) Yew Tree Cottage, Hazeley Heath. Two storey rear extension, alterations to fenestration and new vehicular gate following demolition of modern single storey rear extension. *Parish Council response: no objection.*

Decided

18/00732/CA (**Approved** 3rd May, validated 5th April) Bannisters Farmhouse, Mattingley Green. Yew (T1) Cut back by 2m to allow more light onto flower bed below Oak (t2) Reduce large limb (second from bottom on left in photo) by 4m to reduce weight due to split at union.

18/00648/PRIOR (**Prior approval not required** 18th April, reg 21 March 2018) Moneys Farm, Bottle Lane. Proposed agricultural shed.

18/00556/HOU (**Granted** 10th May, reg 16 Mar 2018) Burnstone, Hazeley Bottom. Single storey side and rear extension following demolition of existing structure, erection of new front porch and new door on side.

18/00479/PREAPP (**No further action** 1st May, reg 01 Mar 2018) The Leather Bottle. Extensions, outbuildings and ancillary alterations.

APPENDIX II.I – ACCOUNTS YEAR END

MATTINGLEY PARISH COUNCIL - INCOME 2017/18 - YE

Balance brought forward 1st April 2017

£30,333.66

Date	Item	Paid via	Precept	Grants	refund	S106	VAT	Interest	Total Receipts
05/04/2016	Parish Precept		£8,100.00						£8,100.00
22/12/2017	Hart S106 Access					£5,240.33			
22/12/2017	Hart S106 overpayment*					£1,047.67			£6,288.00
07/03/2018	County Cllr devolved budget			£700.00					£700.00
22/03/2018	PGGM refund double payment				£288.00				£288.00
2017/18	Bank interest 2017/18							£6.87	£6.87
	VAT refund 2016/17						£1,058.88		£1,058.88
2017/18	TOTALS		£8,100.00	£700.00	£288.00	£6,288.00	£1,058.88	£6.87	£16,441.75

£16,441.75

RECEIPTS & PAYMENTS SUMMARY

Bal brought forward 1st April 2017	£30,333.66
Plus income	£16,441.75
Minus expenditure	£11,363.01
Balance	£35,412.40

BANK RECONCILIATION

Treasurers Account	£2,609.23
Bus 30-day notice	£31,808.00
minus items not cleared	£63.80
plus 9p interest missing Dec16-Aug17	£0.09
Plus income outstanding - VAT reclaim 2016/17	£1,058.88
Balance	£35,412.40

april	£0.01	Dec £1.10
May	£0.01	Jan £1.00
June	£0.01	Feb £1.31
July	£0.01	Mar £1.20
Aug	£0.01	
Sept	£0.18	
Oct	£0.96	
Nov	£1.07	
TOTAL	£6.87	

* NOTE RE HART S106 PAYMENT

Hart included VAT in error. Agreed to hold pending further claim.

APPENDIX II.III – ACCOUNTS YEAR END

Mattingley Parish Council

2017 - 2018 Bank Reconciliation – AUDIT SHEET

Receipts and payments summary			
1	Balance Brought Forward from 1st April 2017	£30,333.66	
2	Plus Income 2017/18 to date	£16,441.75	
4	Less Expenditure 2016/17 to date	£11,363.01	
5	Balance to take over	£35,412.40	
Reconciliation			
6	Treasurers Account	£2,609.23	
7	Bus 30-day notice	£31,808.00	
8	TOTAL BANK ACCOUNTS	£34,417.23	
9	Plus Income outstanding	£1,058.88	
10	plus 9p interest missing Dec16-Aug17	£0.09	
11	Less expenditure not cleared	£63.80	
12	Balance to take over	£35,412.40	
Notes			
At box 10 - 9p interest lost from TSB account statement - TSB error Cheques to clear at Box 11 = 338 PAYE Jan17previousclerk Income outstanding box 12 = VAT reclaim 2017/18			

Signed:

Janice Hughes, Chairman 18th June 2018

Susan Turner, RFO 18th June 2018

APPENDIX II.IV – ACCOUNTS YEAR END

Mattingley Parish Council

2017 - 2018 Significant Variations: AUDIT SHEET

Difference between current and previous year greater than both 10% and £100
in Section 2, boxes 2, 3, 4, 5, 6, 9 and 10

	Item	Previous Year 2016/2017	Current Year 2017/2018	Difference	Diff %
1	Balance Brought Forward	£5,677.39	£30,333.66	£24,656.27	434.29%
2	Annual Precept	£8,100.00	£8,100.00	£0.00	0.00%
3	Total Other Receipts	£30,775.25	£8,341.75	£22,433.50	72.89%
4	Staff Costs	£3,491.70	£3,463.44	£28.26	0.81%
5	Loan interest/capital repayments	£0.00	£0.00	£0.00	0.00%
6	Total other payments (excl salaries)	£10,727.28	£7,899.57	£2,827.71	26.36%
7	Balance carried forward	£30,333.66	£35,412.40	£5,078.74	16.74%
8	Total cash and short term investments	£30,333.66	£35,412.40	£5,078.74	16.74%
9	Total fixed assets and long term assets	£21,136.11	£21,183.05	£46.94	0.22%
10	Total borrowings	0	0	0	0
11	Trust funds	NA	NA	NA	NA

Box 3 Total other receipts

Explanation for variation of £22,433.50 = 72.89%

	2016/17	2017/18	Difference
Land sale (small parcel of land from Hound Green)	£15,000.00	£0.00	£15,000.00
Bond matured 2016/17	£15,194.47	£0.00	£15,194.47
Hart S106 Countryside Access Allocation 17/18	£0.00	£6,288.00	£6,288.00
County Cllr devolved budget grant to SIDs 17/18	£0.00	£700.00	£700.00
PGGM refund - double payment - dragging HG	£0.00	£288.00	£288.00
VAT refund	£580.66	£1,058.88	£478.22
Bank interest	£0.12	£6.87	£6.75
TOTAL	£30,775.25	£8,341.75	£22,433.50

Box 6 Total other payments (excl salaries)

Explanation for variation of £2,827.71 = 26.36%

	2016/17	2017/18	Difference
Clerk's allowance	£324.00	£324.00	£0.00
Expenses	£194.70	£0.00	£194.70
Finance / admin	£1,847.12	£1,471.20	£375.92
Community / donations	£163.00	£196.00	£33.00
Hound Green	£3,426.58	£3,287.96	£138.62
Other Maintenance	£210.00	£0.00	£210.00
Projects			
Mapboards	£220.00	£0.00	£220.00
Hound Green track	£0.00	£1,575.00	£1,575.00
Countryside Access	£1,200.00	£0.00	£1,200.00
Capital (16/17 mapboards & bin; 17/18 noticeboard keys, loud hailer)	£2,083.00	£46.94	£2,036.06
VAT	£1,058.88	£998.47	£60.41
TOTAL	£10,727.28	£7,899.57	£2,827.71

Signed:

Janice Hughes, Chairman.....

Date

18th June 2018

Susan Turner, RFO

Date

18th June 2018

APPENDIX III.I – ANNUAL RETURN

Certificate of Exemption

To be completed only by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2018, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2018 and a completed Certificate of Exemption is submitted notifying the external auditor.

MATTINGLEY PARISH COUNCIL

certifies that during the financial year 2017/18, the higher of the authority's gross income for the year or gross annual expenditure, for the year did not exceed **£25,000**

Annual gross income for the authority 2017/18:

£16,442

Annual gross expenditure for the authority 2017/18:

£11,363

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it must submit the completed Annual Governance and Accountability Return Part 3 to the external auditor to undertake a limited assurance review for which a fee of £200 +VAT will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority has been in existence since before 1st April 2014
- In relation to the preceding financial year (2016/17), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and submitted to the external auditor.

The Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on a public website* before 2 July 2018. **By signing this certificate you are also confirming that this will be done.**

Signed by the Responsible Financial Officer



Date

21/05/2018

Signed by Chairman



Date

21/05/2018

Email

clerk.mattingley@parish.hants.gov.uk

Telephone number

07515 777060

*Published web address (not applicable to Parish Meetings)

www.mattingley-pc.org.uk

This Certificate of Exemption should be returned as soon as possible after certification to your external auditor.

APPENDIX III.II – ANNUAL RETURN

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

MATTINGLEY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		Yes	No	Yes means that this authority:
	Yes	No			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
				✓	

This Annual Governance Statement is approved by this authority and recorded as minute reference:

dated 18/06/2018

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

APPENDIX III.III – ANNUAL RETURN

Section 2 – Accounting Statements 2017/18 for

MATTINGLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	5677	30334	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	8100	8100	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	30775	8342	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	3492	3463	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	10727	7900	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	30334	35412	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	30334	35412	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	21136	21183	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or property present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

18/06/2018

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given